

Custodial

DESCRIPTION OF MAJOR SERVICES

The Custodial Division is responsible for custodial services provided to county owned and some leased facilities. Services are performed with a combination of county employees and contract custodial service providers. This division provides pest control services, window washing, carpet cleaning, air duct cleaning, and mold remediation as well as routine and emergency general custodial services. The primary goal of the Custodial Division is to provide a clean environment in county facilities for customers and employees.

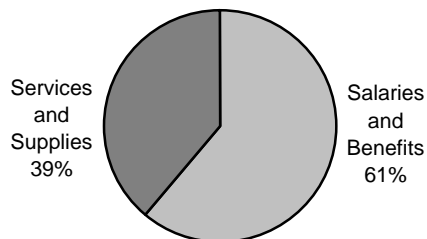
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Appropriation	3,106,554	3,161,526	2,728,170	3,200,343
Departmental Revenue	1,573,048	1,706,888	1,523,299	1,657,556
Local Cost	1,533,506	1,454,638	1,204,871	1,542,787
Budgeted Staffing		47.5		43.0

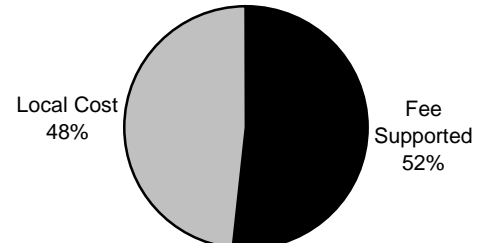
Workload Indicators

In House (sq. ft.)	1,101,943	1,304,314	1,304,314	1,304,314
Contracted (sq. ft.)	950,044	837,843	860,156	938,156

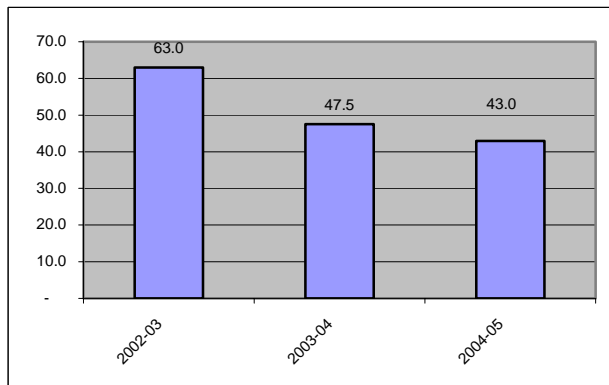
2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



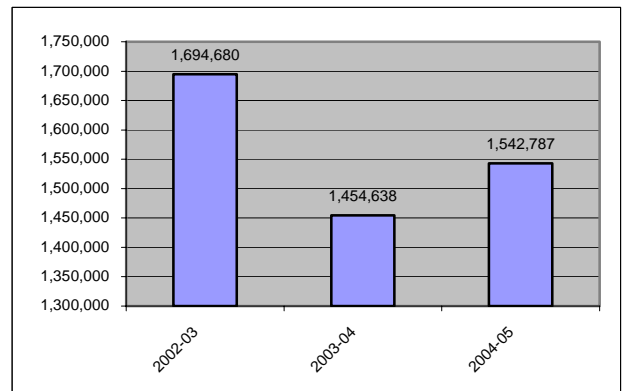
2004-05 BREAKDOWN BY FINANCING SOURCE



2004-05 STAFFING TREND CHART



2004-05 LOCAL COST TREND CHART



GROUP: Internal Services
DEPARTMENT: Facilities Management
FUND: General

BUDGET UNIT: AAA FMD FMC
FUNCTION: General
ACTIVITY: Property Management

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
Appropriation					
Salaries and Benefits	1,714,379	1,940,238	1,852,588	99,357	1,951,945
Services and Supplies	1,002,869	1,210,366	1,174,479	64,864	1,239,343
Central Computer	-	-	17,832	(17,832)	-
Transfers	10,922	10,922	10,922	(1,867)	9,055
Total Appropriation	2,728,170	3,161,526	3,055,821	144,522	3,200,343
Departmental Revenue					
Fines and Forfeitures	44	-	-	-	-
Current Services	1,523,255	1,706,888	1,706,888	(49,332)	1,657,556
Total Revenue	1,523,299	1,706,888	1,706,888	(49,332)	1,657,556
Local Cost	1,204,871	1,454,638	1,348,933	193,854	1,542,787
Budgeted Staffing		47.5	43.0	-	43.0

DEPARTMENT: Facilities Management
FUND: General
BUDGET UNIT: AAA FMD FMC

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	47.5	3,161,526	1,706,888	1,454,638
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	153,834	-	153,834
Internal Service Fund Adjustments	-	30,241	-	30,241
Prop 172	-	-	-	-
Other Required Adjustments	-	45,600	-	45,600
Subtotal	-	229,675	-	229,675
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	(3.0)	(202,448)	-	(202,448)
Mid-Year Board Items	-	-	-	-
Subtotal	(3.0)	(202,448)	-	(202,448)
Impacts Due to State Budget Cuts	(1.5)	(132,932)	-	(132,932)
TOTAL BOARD APPROVED BASE BUDGET	43.0	3,055,821	1,706,888	1,348,933
Board Approved Changes to Base Budget	-	144,522	(49,332)	193,854
TOTAL 2004-05 FINAL BUDGET	43.0	3,200,343	1,657,556	1,542,787



DEPARTMENT: Facilities Management
 FUND: General
 BUDGET UNIT: AAA FMD FMC

SCHEDULE B

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Workers Comp - Exp Mod Increase in charges to Workers Compensation - Exp Mod Charges	-	70,731	-	70,731
2. Salaries and Benefits Additional costs for step increases as well as budgeting for administrative leave cash out.	-	28,626	-	28,626
3. Contract Custodial Services Increase in contract Custodial service costs.	-	(472)	-	(472)
4. Central Computer Charges Decrease in central computer charges per budget instructions.	-	(17,832)	-	(17,832)
5. Transfers Decrease in charges for EHAP, EAP, CEHW	-	(1,867)	-	(1,867)
6. Revenue Decrease is a result of a reduction in services.	-	-	(49,332)	49,332
7. Services and Supplies Department adjustment of local cost targets allows for additional purchase of cleaning and paper products.	-	65,336	-	65,336
Total	-	144,522	(49,332)	193,854

